

MPD 1380.1

REVISION F

EFFECTIVE DATE: October 7, 2004

EXPIRATION DATE: October 7, 2009

MARSHALL POLICY DIRECTIVE

CD01

RELEASE OF INFORMATION TO NEWS AND INFORMATION MEDIA

CHECK THE MASTER LIST at

<https://repository.msfc.nasa.gov/directives/directives.htm>

VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	E	9/20/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Updated organizational titles to reflect new reorganization; added purpose, applicable documents, and measurements; and updated responsibilities.
Revision	F	10/7/2004	Changes per HQ Rules Review Action.; "will", "may" changed to "shall" "Media Relations Department" changed to "Marshall Media Relations"

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1. PURPOSE

This Marshall Policy Directive (MPD) establishes the policy for the release of information to the news and information media.

2. APPLICABILITY

This Directive is applicable to all Marshall Space Flight Center (MSFC) organizational elements regardless of geographical location.

3. AUTHORITY

14 CFR 1213.1, "Release of Information to News and Information Media"

4. APPLICABLE DOCUMENTS

- a. 14 CFR 1213.1, "Release of Information to News and Information Media"
- b. NPR 1441.1, "Records Retention Schedules"

5. REFERENCES

None

6. DEFINITIONS

None

7. POLICY

Release of information concerning NASA programs and activities to news and information media by MSFC shall be in accordance with Federal Regulation, 14 CFR 1213.1.

8. RESPONSIBILITIES

- a. The principal MSFC spokesperson is the Manager, Marshall Media Relations, or designee.
- b. All formal issuances (news releases, videos, etc.) to news and information media for which MSFC is the sole source shall be made by the Manager, Marshall Media Relations, or designee. The Manager's Office at Michoud Assembly Facility shall issue news releases within assigned areas, provided these are approved by the Manager, Marshall Media Relations, or designee.

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c. Directors and Managers (their deputies or designees) of MSFC basic organizations, subject to conditions and limitations imposed by immediate superiors, shall speak for the Center in areas of assigned responsibility, and shall discuss publicly NASA/MSFC matters in which they are competent and currently informed.

d. Directors and Managers of MSFC basic organizations shall be alert to potential controversial topics generated by activities within their organizations. When external public interest in such topics is apparent or anticipated, supervisors shall notify the Manager, Marshall Media Relations, without delay so that a news release or statement may be prepared in advance of public comment by any MSFC employee.

9. RECORDS

All formal issuances developed by the Marshall Media Relations shall be maintained in accordance with NPR 1441.1 and requirements therein.

10. MEASUREMENT

Monitoring of performance in implementing this policy shall be accomplished by the Marshall Media Relations, through the collection and review of news coverage about the Marshall Center in the news media; and by maintaining regular contact with the news media to ensure coverage of MSFC is accurate, fair, and balanced.

11. CANCELLATION

MPD 1380.1D dated April 28, 1997

Original signed by
Robin N. Henderson for

David A. King
Director